



**CITY OF EUREKA**  
**DEVELOPMENT SERVICES DEPARTMENT**  
Community Development Division  
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# *Local Coastal Program Amendment*

## **Overview**

The Local Coastal Program is the foundational policy document for areas of the City located in the coastal zone. It establishes farsighted policy that forms the basis for and defines the framework by which the City's physical and economic resources in the coastal zone are to be developed, managed and utilized. The Local Coastal Program is divided into two components: the first component is the Land Use Plan, which is basically the General Plan in the coastal zone. It outlines the existing conditions, permitted uses, and policies needed to achieve the goals of the Coastal Act and includes the general plan map. The second component of the Local Coastal Program is the Implementation Plan, which includes zoning regulations and the zoning map for land in the coastal zone, and specific coastal zone ordinances necessary to implement the policies of the Land Use Plan. To respond to the changing or evolving needs of the community, it may be in the public's interest from time to time to amend either or both of the two components of the Local Coastal Program (i.e., Land Use Plan and/or Implementation Plan).

## **How to Apply**

Local Coastal Program Amendment applications are available at the Community Development Department, 3<sup>rd</sup> floor, City Hall, or on the Department's website at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov). Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

## **The Process**

### **Step 1: Petition**

An amendment to the Land Use Plan portion of the Local Coastal Program first requires that the City Council initiate the proposed Local Coastal Program Amendment through the General Plan Petition process.

### **Step 2: Application Acceptance, Department Review**

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue. You will have 120 days from the date of the contact (e.g. letter, telephone call, e-mail) to submit the requested material, or the review of your project will expire unless an extension is granted prior to the expiration. Once expired, a new, complete application, including all supplemental material and a full fee is required to re-initiate the review process.

### **Step 3: Referrals**

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues that must be resolved prior to the continued processing of your application, or if additional information is

required by those Departments or agencies, the assigned planner will contact you or your agent, if you have designated one, and advise you of what is needed.

#### **Step 4: Environmental Review**

When the referral process is complete, the assigned planner will review the project in accordance with the California Environmental Quality Act (CEQA) to determine if the project is statutorily or categorically exempt from CEQA, or if further environmental review is required. If the project is exempt from CEQA, then Step 4 is complete. If the project is not exempt from CEQA, then the required environmental document must be prepared and circulated for agency and public comment.

#### **Step 5: Staff Review and Reporting**

Staff will prepare a written report that discusses the legal findings and presents staff's recommendations. A copy of the staff report will be sent to you.

#### **Step 6: Public Notice and Hearing**

Local Coastal Program Amendments require a succession of hearings, first by the Planning Commission then by the City Council, and finally, by the California Coastal Commission. At a noticed public hearing, the Planning Commission receives public testimony and considers the Local Coastal Program Amendment; the Planning Commission forwards its recommendation to the City Council. If the Local Coastal Program Amendment is recommended for approval by the Planning Commission, the City Council would hold one or more public hearings on the Amendment application.

Prior to the public hearings, a Notice of the Public Hearings will be sent to all property owners and residents within 300 feet of your property. The notices, which must be mailed at least 10 calendar days prior to the hearing will state the date, time, and place for the public hearings. You and/or your agent are encouraged to attend the Public Hearings. At the public hearings, any person may present verbal and/or written testimony for or against the project. The Planning Commission and City Council will take into account the whole record, including all of the public testimony before making their recommendation.

#### **Step 7: Appeal of Denied Application**

You as the applicant can appeal recommendations of denial by the Planning Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

#### **Step 9: Certification**

The adopted Local Coastal Program Amendment is submitted to the State Coastal Commission for Certification. After Certification by the Coastal Commission, the City Council must accept the action of the Coastal Commission to implement the Local Coastal Program Amendment.

### **How to Get Help**

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.